

	Lloydminster Catholic School Division – Administrative Procedures	
	AP 135 – Pandemic Response	
Related LCSD AP's	AP 137 – Illness in Care AP 156 – Visit Protocol AP 160 – Health and Safety of Students and Staff AP 165 – Safe Schools AP 310 – Student Safety and Supervision AP 404 – Human Resource Practices for Support Staff AP 450 – LINC Agreement	
Form(s)		
References:	<i>The Education Act, 1995</i> sections 85, 87, 168, 175, 231 <i>The Saskatchewan Employment Act</i> Primary and Secondary Educational Institution Guidelines (Saskatchewan Education) Employee Rights and Responsibilities Regarding Return to Work (SSBA) Reopening LCSD Schools	
Received by the Board: October, 2020	Update: October, 2020	

Background

The Lloydminster Catholic School Division is committed to ensuring, the health and safety at work of all its employees. On June 9, 2020, the Government of Saskatchewan announced that in-classroom learning will resume for the 2020-21 school year. Provincial guidelines have been released to provincial school divisions to assist administration and staff prepare for the return of students. This protocol has been developed to create and maintain a safe workplace for staff and students with the best information and guidance from the Saskatchewan Ministry of Health and Ministry of Education. It is important to note that these protocols and procedures will continue to be adjusted as necessary following the direction of the Chief Medical Health Officer of Saskatchewan.

Lloydminster Catholic School Division's internal operations are guided by its policy governance structure where the "Administrative Procedures" define action within specific roles and responsibilities. AP 135 Pandemic Response defines the overall plan to meet its governance responsibilities. The "LCSD Pandemic Response Protocol" provides supplemental information for greater operational clarity in alignment and consistent with established governing administrative procedures.

Lloydminster Catholic School Division considers the health and safety of students and staff as paramount and will not be compromised.

1. General Guidelines

- 1.1. Lloydminster Catholic School Division will adhere, and expect employees to follow, the directives outlined in the most recent Public Health Order available at www.saskatchewan.ca/coronavirus.

- 1.2. Proper hand hygiene is expected. Practices include using soap and water when hands are soiled and hand sanitizer when visibly clean. Cough and sneeze into your elbow and avoid touching your face, mouth, nose and eyes.
- 1.3. Both employees and students are encouraged to bring their own hand sanitizer for personal use to supplement what the school division will be providing.
- 1.4. Employees and students shall limit physical contact throughout the school day and avoid close greetings such as handshakes.
- 1.5. Employees and students are expected to keep workspaces clean and free from clutter.
- 1.6. Employees are expected to keep their own desk space clean and sanitized. Disinfectants will be provided by the school division.
- 1.7. Sharing food, drinks or other personal items is to be avoided.
- 1.8. Employees shall not enter private residences or provide personal transportation to students.
- 1.9. Employees shall avoid unnecessary, non-essential travel beyond Saskatchewan and Alberta. All employees planning international travel are strongly encouraged to consult with their designated Deputy Director before confirming any financial commitments.
- 1.10. Employees are encouraged to act in accordance with school division recommendations and expectations regarding mask usage, including:
 - 1.10.1. Students in grades 4 through 12 and school personnel, shall wear masks in high traffic areas, such as in hallways and on buses. (SHA)
- 1.11. Employees are required to wear a mask and eye protection PPE when in close contact with a sick student.
- 1.12. Lloydminster Catholic School Division will support and supply all employees who formally request personal protective equipment (PPE) due to personal health concerns related to contracting COVID-19. The supplied PPE are only intended to be used while the employee is performing duties in the work environment.
- 1.13. All Lloydminster Catholic School Division Board of Education and administrative decisions regarding events related to the COVID-19 pandemic are based upon the best and current information provided by the Ministry of Health and Ministry Education at that specific time. The Board of Education and administrative acknowledge that information and recommendations regarding COVID-19 have and will continue to change and evolve over time. Therefore, all decisions are made ***“without precedent and prejudice”***.

2. Operational Guidelines

- 2.1. During a pandemic state, the dates as set out in AP 410 (Professional Learning, Supervision, and Evaluation of Teachers) may be altered to adjust to school specific situations. All adjustments in the timelines will be mutually agreed upon by the teacher and administrator.
- 2.2. While physical distancing will be taught to students as part learning about COVID-19, maintaining a two-meter distance between students at school is no longer the requirement at all times.
- 2.3. The Chief Medical Health Officer (SHA) also directed the following additional measures:
 - 2.3.1. Teacher and class cohorting, with a focus on cohorting teachers to a limited number of students and keeping students in one cohort as much as possible;
 - 2.3.2. In elementary school settings, students' cohorts will be the classroom;
 - 2.3.3. In high school settings where cohorting is more complex, school divisions will be encouraged to find creative solutions to move students in cohorts where possible;
 - 2.3.4. Front-facing instruction for students, any exceptions will be identified for approval by public health; and staggered start times, breaks and end times, where possible.

- 2.4. All students will receive instruction on handwashing, respecting space and not sharing personal items including pencils, computers, and hands-on materials.
- 2.5. Schools will schedule large group student movement during the day to minimize exposure in smaller group size. For example, varied recess times to minimize the number of students having recess at the same time; varying times for class changes to minimize the number of students in the hallways; and, using student cohorts by grade for specific class instruction (eg. band or arts).
- 2.6. Ongoing, classroom cleaning and sterilizing: In the case of COVID-19, it may be necessary for school divisions to ask employees such as teachers and Educational Assistants' to perform tasks, including cleaning, that are required in order to keep the environment safe. Care must be taken to keep these types of requirements to what is essential; and they should be in place only as long as they are needed if they would not normally be considered within the job description of the employee.
- 2.7. School assemblies and school wide gatherings such as masses will be virtual or cancelled until further directed by the Director of Education.
- 2.8. Professional personnel may be re-deployed or reassigned due to a shortage of substitute teachers upon the direction of the designated Deputy Director.
- 2.9. Leave requests defined in AP 404 and AP 450 are contingent upon the availability and suitability of securing a substitute teacher.
- 2.10. Lloydminster Catholic School Division continues to be committed and focused on student learning and assessment during this COVID-19 pandemic by maintaining quality instruction and assessment.
- 2.11. Personnel will have access to the professional learning, collaboration, and support they need to grow instructional practice in all potential methods of delivery.
- 2.12. Return to school plans will follow provisions in both provincial and local contracts.
- 2.13. Classroom teachers will not be required to perform both face-to-face in class instruction and remote learning instruction within their daily duties while in Level 1 or 2 (SK ED phases of delivery). Classroom instruction (face to face) may be recorded for homebound learning purposes at the teacher's discretion.
- 2.14. Personnel will be physically present in the school regardless of delivery phase.
- 2.15. School divisions will work with families who decline to send their children to school; all students are required to participate in learning.
- 2.16. Isolation Room: AP 137 Illness in Care defines the procedures for: the designation of school location and space; caring for an ill student; and, after care of facilities and personnel.
 - 2.16.1. Students who exhibit symptoms consistent with COVID-19 shall be placed in the isolation room with a designated supervisor until the parent/guardian is able to pick-up the child.
- 2.17. All Lloydminster Catholic School Division Board of Education and administrative decisions regarding events related to the COVID-19 pandemic are based upon the best and current information provided by the Ministry of Health and Ministry Education at that specific time. The Board of Education and administrative acknowledge that information and recommendations regarding COVID-19 have and will continue to change and evolve over time. Therefore, all decisions are made without precedent and prejudice.

3. Program & Activity Guidelines

- 3.1. The focus of instruction will be on teaching of outcomes, rather than amount of time per subject. A cross curricular approach will be utilized where possible to ensure outcomes are covered and achieved.
- 3.2. Families will be informed through multiple modes of ongoing communication, including: Mad Mimi, traditional messaging from teachers, email and phone calls. Schools also have standardized modes of communication including Seesaw, Remind 101 and Google Classroom to ensure that communication continues. These modes of communication shall be utilized should a period of time arise where students are working from home.
- 3.3. During the duration of the COVID-19 pandemic LCSD will:
 - 3.3.1. Provide specialized therapies and professional assessments.
- 3.4. Assessment and Reporting: Student assessment will continue to follow all related division administration procedures, and the guideline described in the *LCSD Way*. Report cards and school updates from teachers will continue to be offered in a timely way. This return to normal practices may be impacted should a school or a classroom be closed by the Medical Health Officer.
- 3.5. Supervision: During a pandemic, in school administration may require changes to student supervision. These changes may include altering assignments by location, duration, and number of scheduled supervision blocks. This may also involve substitute staff being involved in supervision outside of regular duties.
- 3.6. Physical Education Programming:
 - 3.6.1. LCSD will follow and implement Re-open Saskatchewan recommendations.
 - 3.6.2. Gym equipment use will be limited to items that are easily cleaned.
- 3.7. Kindergarten and Pre-Kindergarten: Kindergarten and Pre-Kindergarten programs will continue in all elementary schools. Kindergarten will follow guidelines in place for typical classrooms, but will now require:
 - 3.7.1. Centers designed to minimize contact between students
 - ~~3.7.2.~~ Students will be taught fundamentals of hand washing.
 - 3.7.3. Classroom practice, routines and procedures will be added in order to ensure that students have reduced contact within and between classes.
- 3.8. Band and Music Programming:
 - 3.8.1. These programs will run ensuring minimal contact between students occurs.
 - 3.8.2. Band and Performing arts programs will limit physical contact/promote physical distancing and will be cleaned according to best practice guidelines. Within these limitation students may use wind instruments and student travel to other schools and rented facilities for music/rehearsals is permitted.
 - 3.8.3. Please consult Re-Open Saskatchewan's *Performing Arts Guidelines* for additional details and instructions. <https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/re-open-saskatchewan-plan/re-open-saskatchewan>.
 - 3.8.4. Sports and Activity Guidelines: LCSD will follow the guidelines outlined in [Guidance for Outdoor Recreation](#) for all sports, and outdoor activities and recreation.

4. Food and Nutrition Services

- 4.1. All students are required to eat their personal lunch brought from home in classrooms.

- 4.2. All food preparation classes may continue providing students do not share the food they prepare with other students or personnel. Within the context of Commercial Cooking and Food Studies, students will learn about safety and sanitation in the preparation and storage of food, and Commercial Cooking under pandemic guidelines.
- 4.3. Food brought into the school is limited to the individual in which it was prepared for. No sharing of food will occur including classroom celebrations. Food delivery services for personal consumption by both personnel/student use should not be used.
- 4.4. Personnel are encouraged to eat lunch in the school. If leaving over the lunch period staff should limit where they go (ie. go directly home and back) and follow all re-entry procedures.

5. School Closure

- 5.1. AP 131 Emergency School Cancellation describes the process for school closure.
- 5.2. Lloydminster Catholic School Division Administrators follow the contingency learning delivery using the four levels of learning delivery set by Saskatchewan Safe Schools Plan: Level 1 – Full in-class learning with some additional measures to ensure student and personnel safety. Level 2 – Full in-class learning – Mask usage for students and personnel, as determined by the Chief Medical Health Officer. Level 3 – Reduced in-class learning. Level 4 – In-class learning suspended – Alternative learning opportunities offered by divisions.
- 5.3. All decisions regarding the school division, or a school's, current level of learning delivery (including close a classroom, a wing of the school or series of classrooms or grades, or the entire school) will be determined by the Director of Education in direct consultation with the Saskatchewan Health Authority Area Lead Medical Health Officer - North.
 - 5.3.1. The Director of Education will work directly with the Area Lead Medical Health Officer – North, Board of Education and the provincial Education RPT to set the level of learning delivery for the province and/or LCSD.
 - 5.3.2. The Director of Education will communicate the level of learning delivery to the division personnel and student/parent community.
 - 5.3.3. The Director of Education will bring forward any need for the level to change (such as an outbreak or a local increase in cases) to the Area Lead Medical Health Officer – North. The Area Lead Medical Health Officer – North may also bring the need for the level to change to the Director of Education. The Area Lead Medical Health Officer – North and Director of Education will adjust the level of learning delivery appropriately to the planned Provincial responses within the local context.
 - 5.3.4. The level of learning may be adjusted by a class, cohort or school based on the Area Lead Medical Health Officer – North's direction.
 - 5.3.5. The level of learning delivery change will be directly communicated to the school personnel to begin responding with the delivery method.
 - 5.3.6. The Director of Education will communicate the learning delivery change to applicable students and parents.
 - 5.3.7. The school administration in impacted classrooms, cohort or school will direct personnel to communicate to students the structures of the level of learning.
 - 5.3.8. In the event schools are closed for a period of time due to COVID-19 outbreaks or clusters in the community, school standardized platforms will form the basis of continued instruction for students. In this case, teachers will continue to deliver curriculum and instruction with cross curricular approaches focusing on outcomes. LCSD

Level of Learning Delivery plans are outlined in The *LCSD Way* for personnel by categories:

[Level 1 and Level 2 LCSD Re Opening Plan In Class Learning](#)

Level 3 Reduced In Class Learning- [LCSD Blended Learning Plan](#) (Elementary)

Level 3 Reduced In Class Learning- [LCSD Blended Learning Plan](#) (High School)

Level 4 In-Class Learning Suspended-[LCSD Students Learn from Home](#)

- 5.3.9. The Saskatchewan Health Authority recommends the period of time for the classroom, cohort, school or division to be closed. The Director of Education communicates when the level of learning delivery is to return to in school instruction.

6. **Visitors to Schools**

- 6.1. It is important to note that schools are not “public places” and Lloydminster Catholic School Division can limit or prevent public access to schools and all of its facilities to anyone, including: all parents, volunteers, contractors and other visitors.
- 6.2. Parents are encouraged to drop off or pick their children up outside the school building. Any specific processes for parents of students with intensive needs can be included as part of the accommodation plan as determined by the school principal.
- 6.3. Schools will reinforce the requirements put in place due to COVID-19 by providing clear information and guidelines to parents through the communication methods available to the division including websites, emails, digital messaging, and signs posted at the school.
- 6.4. If visitors are permitted into the school, they will be required to follow the same procedures as personnel members. Signage will be posted to outline these procedures.

7. **Guidelines for Employee Illness**

- 7.1. All employees are expected to self-monitor for COVID-19 symptoms. It is recommended employees use the online Saskatchewan COVID-19 Self-Assessment Tool at <https://public.ehealthsask.ca/sites/COVID-19/>.
- 7.2. If an employee exhibits any symptoms of COVID-19 illness, they are requested to stay home. The employee must request their absence using the normal process established at the school level and complete the appropriate Request for Leave form. If the employee does not have sufficient sick leave, they are to contact the Human Resource Manager for direction.
- 7.3. If an employee feels well but is at a high risk of severe illness from COVID-19 (e.g. auto immune deficiency, immunocompromised, autoimmune), the employee is asked to contact their designated Deputy Director for the possible development of an accommodation plan.

8. **Public Health Order (Employees)**

- 8.1. All employees will follow the directives outlined in the most recent Public Health Order available at www.saskatchewan.ca/coronavirus. A medical health officer refers to a public health officer designated as such under The Public Health Act, 1994. Family doctors and other medical personnel are not medical health officers and do not have the authority and cannot order mandatory self-isolation.
- 8.2. Personnel may access a bank of Pandemic/Quarantine Leave during the period of the Pandemic Declaration of up to 20 days per year. This bank is in addition to sick leave.
 - 8.2.1. The Pandemic/Quarantine bank will be removed when the Medical Officer of Health for Saskatchewan, declares the Pandemic over.

- 8.2.2. Pandemic/Quarantine Leave Banks may not be accessed to cover quarantine after a return from international travel or national travel to an area where self-isolation is a requirement upon return from travel.
- 8.3. Pandemic/Quarantine leave may be accessed under the following terms:
 - ~~8.3.1.~~ If personnel feel ill, they should call 1-877-800-0002 for medical advice.
 - 8.3.2. If a SHA professional advises via a call to 1-877-800-0002 or a Public Health Officer advises personnel should stay home from work until a COVID-19 test is completed.
 - 8.3.3. If personnel are advised to self-isolate due to a close contact identified by Public Health.
 - 8.3.4. If personnel are diagnosed with COVID-19.
- 8.4. Any documentation required for Pandemic/Quarantine Leave to be provided to the division by the employee may be provided by:
 - 8.4.1. Paper copy;
 - 8.4.2. Electronic copy;
 - 8.4.3. Screen shot of information or message;
 - 8.4.4. Copy of an email;
 - 8.4.5. Written details of phone call including date, time, Public Health official spoken to, and details of information provided.
 - 8.4.6. If the documentation provided by the employee is not clear or if the division has reasonable doubts or concerns about any of the documentation provided by the employee, the division may require further details or confirmation of the documentation.
- 8.5. Employees that have been identified by a Public Health Officer as having COVID-19 shall immediately go into mandatory self-isolation until such time as the Medical Health Officer determines that they no longer pose a public health threat;
- 8.6. Employees that have been identified by a Public Health Officer as a close contact of a person or persons with COVID-19 shall go into mandatory self-isolation for the period instructed by the Public Health Officer;
- 8.7. Lloydminster Catholic School Division works collaboratively with other local partners (City of Lloydminster, Lloydminster Public School Division, Saskatchewan Health Authority, etc.) to gain the interprovincial administration of our bi-provincial city and the governance structure as it applies to a pandemic. Before employees travel outside the provinces of Alberta and Saskatchewan, they are requested to consult with their designated Deputy Director;
- 8.8. Until further notice, personnel who have out-of-Canada travel scheduled should cancel travel plans. In the event that personnel consider travel to be essential, contact with their designated Deputy Director is required prior to travel. Employees who have traveled internationally and are subject to the mandatory 14 days self-isolation period upon their return to Canada will not have access to Pandemic/Quarantine leave during that self-isolation period; and,
- 8.9. Employees who are in contact with household members with COVID-19 confirmed cases shall immediately go into self-isolation and call 1-877-800-002 for consultation.

9. LCSD Health & Wellness Measures

- 9.1. As of June 2020, Administration requires all new and current LCSD personnel to participate in training on *Trauma Informed Practices* in schools for staff and for students.
- 9.2. LCSD personnel will be updated during the first five days of PD learning in August to further COVID-19 preparedness in LCSD. New procedures will be reviewed by each Principal during

the first five days with LCSD Question and Answer documents being updated throughout August and September.

- 9.3. Mental Health supports to personnel and students will be focused using *Trauma Informed Practices* delivered by the Counsellor and SHINE teams.
- 9.4. Substitute Teachers: In the first week of September, the substitute teacher team will receive a training package on new school processes and procedures. This information will be distributed to all substitute teachers by the Deputy Director of Learning. For substitute personnel teaching in multiple schools the Health declaration will be completed at each school each day of teaching in a new school.